

**Certificate of Need Task Force Conference Call Meeting
November 9, 2005
Meeting Minutes**

TASK FORCE MEMBERS PRESENT

Senator Pat Thibaudeau
Representative Barbara Bailey
Norm Charney
Dorothy Graham
Steve Hill
Denise Hopkins
Kathy Marshall
Robby Stern
Janet Varon
Carolyn Watts
Rick Woods
Mary Selecky represented by Bill White

TASK FORCE MEMBERS ABSENT

Senator Alex Deccio
Representative Eileen Cody

INTERESTED PUBLIC ATTENDEES

Stephanie Erickson - Senate Committee Services
Gail McGaffick – representing Home Care Assoc. of WA, WA
State Hospice, and Palliative Care Org., and Reno Care Group
Rob Menaul, WA State Hospital Association
Jean Pfiefer
Cynthia Forland – JLARC
Lisa Jeremiah – JLARC
Melonie Stewart representing Reno Care Group
Jim Bellaria – Davita

STAFF ATTENDEES

Nancy Fisher, MD, HCA
Linda Glaeser, HCA
Gary Fugere, HCA
Bev Skinner, HCA

Topic	Discussion/Decision	Follow-up
Call to Order, Role Call	Twelve Task Force members present. Senator Deccio and Representative Cody absent. HCA staff and interested public parties phone participants introduced themselves.	
Review of Minutes from 10/6/05 and 10/19/05 Task Force Meetings	Motion to approve the October 6 meeting minutes: Robby Stern moved for acceptance. Cindy Watts seconded. Motion to approve the October 19 meeting minutes: Robby Stern moved for acceptance. Cindy Watts seconded. Minutes approved as written for the October 6 and 19, 2005, Task Force Meetings.	Meeting minutes will be sent to Senator Pat Thibaudeau.

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Follow-up related to CON Technical Advisory Committee (TAC) appointment	<p>Linda Glaeser contacted the 15 members appointed to the Technical Advisory Committee (TAC) to reaffirm their confirmation. Robert Appel withdrew, and the nomination of Jon Smiley to replace Robert Appel was sent via e-mail to the Task Force for a vote. Eleven members responded in the affirmative, via e-mail voting, 3 abstained from voting. Jon Smiley will bring representation as a hospital administrator and as an administrator from a rural hospital. The first TAC meeting is November 17, 2005 at the Seattle Airport Hilton.</p>	
Learnings from Start-up	<p>Dr. Fisher proposed the following additional ground rules for conference call meetings:</p> <ul style="list-style-type: none"> • Identify yourself, • Use mute on the phone rather than hold, • Speak up into the phone, and • Minimize background noise. <p>It was noted that a time segment needs to be set aside at conference call meetings for public comment.</p> <p>HCA was unable to come to a financial agreement with Mercer. An RFP for a consultant has been issued.</p> <p>A summary of the six topic areas of HB 1688 to be addressed in the final report to the Legislature are identified in the document titled: Summary of Expectations.</p> <p>Outside speakers will present at specified Task Force and/or Technical Advisory Committee meetings.</p> <p>The 800 conference call number and code (877-597-2663 and ID# 4298272) used today will be used at all Task Force, TAC, in-person and conference call meetings.</p>	<p>Provide update at future meeting.</p> <p>HCA will provide a complete version of the bill's expectations to the Task Force.</p> <p>Submit suggestions related to speakers, etc. via to HCA OMD e-mail address.</p>

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<p>Final Report Recommendations as specified in bill with related high level work plan for Task Force and for Technical Advisory Committee (TAC)</p>	<p>ESSHB 1688 language directs the Task Force to consult with and solicit information from the TAC. Two representatives will be elected from the TAC membership to also serve on the Task Force. Final recommendations are to be developed by the Task Force.</p> <p>Discussion about what the Task Force wants the TAC to consider beyond the purpose and goals of the current CON program included not only evaluating what we have now, but also considering what else CON could effectively do. It was agreed that concentrated time and effort needed to be devoted to the formulation of questions and direction for the TAC. It was concluded that the 11/30/05 Task Force Session needed to focus on the initial formulation of questions and direction for the TAC, even prior to the December 13, 2005 TAC session.</p> <p>It was recommended that a standing agenda item for the Task Force meeting or the presentation of feedback from the TAC as well as the subsequent formulation of information and/or questions for the two TAC representative/members to take back to the TAC meeting be added.</p> <p>To be efficient in the process, it is envisioned that specific topics will be addressed at specified meetings. The Task Force will be requested to make recommendations on the specified topic area at the end of the particular session. That “draft” recommendation can be revisited and revised at subsequent sessions as a result of the discussions. The complete listing of “draft” recommendations will be addressed as a total package in the June ’06 meeting. Following the June ’06 meeting, staff will prepare a “draft” final report with individual chapters for each of the specified area of recommendation for review/revision at the September ’06 meeting.</p> <p>November 17, 2005, is the first meeting of the TAC. Meeting focus will be CON orientation and election of the two Task Force representatives.</p>	<p>Add agenda item for review of information from TAC and subsequent questions to TAC to all future TF meetings.</p> <p>Staff will examine the proposed schedule to permit coordination of direction by the TF and feedback from the TAC.</p>
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	<p>TAC meeting materials, including agendas and minutes, will be posted on the web site.</p> <p>Teleconference meetings of the Task Force have been scheduled to provide an opportunity to gather further questions/information for TAC consideration.</p> <p>A request was made to change the 11/30/05 Task Force conference call to an in-person meeting.</p> <p>Further discussion of the work plan was tabled.</p>	<p>Staff to pursue having an in-person meeting on 11/30/05.</p>
<p>Group values/definitions exercise for 11/30/05 conference call</p>	<p>The Group Value Tool data will be used to create scatter diagrams for a future Task Force meeting discussion. The Group Value Tool analysis will allow the Task Force to have a sense of who the group is. The group may be widely diverse, or focused; there is no right or wrong answer or perspective. Awareness of the results could be used to ensure a comprehensive discussion. For instance, if group is closely clustered on a given value or issue, it could indicate blindness to other perspectives. An effort to incorporate other perspectives could then be pursued, including identifying a specific outside speaker to bring another perspective.</p> <p>The Group Value Tool will be used with Technical Advisory Committee at the November 17 meeting. The data of the two TAC members appointed to the Task Force will be incorporated into both groups.</p>	<p>Linda Glaeser will send out the Group Value Tool for completion by members.</p>
<p>Meeting times for '06 conference calls</p>	<p>The decision was made to retain the 4:00 pm to 5:30 pm timeframe for all scheduled conference calls.</p>	
<p>Meeting Evaluation, Next Steps</p>	<p>A permanent chair for the Task Force will be elected at the November 30 Task Force meeting. HCA is responsible for facilitating the process. Steve Hill suggested he coordinate the process for nomination of the chair. It was agreed that Steve will request the Task Force members to express their views about what they would like to see in a</p>	<p>Steve Hill will send an e-mail soliciting input for the Task Force Chair nomination.</p>

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	<p>chair, their willingness to be chair, or suggest who should be chair. Steve will collect the information and make recommendations to the Task Force.</p> <p>Norm Charney asked for comments from other interested parties on the conference line.</p> <p>Rob Menaul, WSHA, indicated it would be helpful for those listening to see the documents being discussed. Linda Glaeser indicated that the plan was to post meeting documents on the HCA Website CON link.</p> <p>Denise Hopkins motioned to adjourn and Representative Bailey seconded.</p>	
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